

Appeal Letter Template

The template below may be used for any of the following:

- * Requesting admissions to GSoE (Grove School of Engineering)
- * **Appeals for:** GPA | QPA | Excessive Withdrawals | Taking a course for more than the 2nd time
- * Permission to take a course at another institution
- * Request for a retroactive withdrawal for a course (s)
- * Requesting waiver of a requisite (s)
- * Requesting waiver of a Pathways requirement (only applicable to transfer students)

Submit your appeal letter with the online form (accessible through link below) using the following

link: <https://www.ccnycuny.edu/engineering/academic-appeal-request-form>

Letters with spelling and grammar errors will not be reviewed.

[Your Name]

[Your Street Address]

[City], [State] [Zip Code]

[Phone Number]

[Email Address]

[Date]

Dean Rawlins Beharry
The Grove School of Engineering
The City College of New York
Steinman Hall 209/2M7
140 Street and Convent Avenue
New York, NY 10031

Dear Dean Beharry:

The body of your letter should clearly and succinctly:

- * State the reason (s) you are writing this appeal/request (GPA stop/hold, QPA stop/hold, etc.) in the 1st paragraph.
 - *If addressing a negative QPA, please calculate and state your QPA and include the courses and grades that you will have to earn in each of these courses to realize/realistically work towards a QPA of 0 or higher.*
 - *If addressing a GPA below 2.0, please include the courses and grades that you will have to earn in each of these courses to realize/realistically work towards a GPA of 2.0 or higher.*
- * Include facts to support your case, pertinent explanation about your situation/circumstances (as applicable), etc.

If you are including an Academic Action Plan (this is needed for all students who are not making satisfactory academic progress: they are on probation, they were dismissed, they are subject to dismissal, they are not in good academic standing, etc.):

- State what courses that you would like to take next semester (if applicable).
- State how you plan to improve your grades (examples: increase hours of study for every class hour, improve daily class preparation, work fewer hours, seek tutoring, participate in study groups, attend professors' office hours weekly, etc.).

Sincerely,

[Your Full Name]

[Your Current Major at Grove (or Your Intended Major at Grove if you are not already a Grove student)]

[Your EMPL ID Number {CCNY/CUNY current students (for prospective students, please only state if you already have this number)}]

{Please upload any relevant documentation (transcripts, syllabi, medical/health, course descriptions, etc.).}